



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 604.3

Job Title: **SENIOR ASSISTANT CITY ATTORNEY III**

Pay Grade: 34

GENERAL SUMMARY:

Manages various nonstandard complex legal services requiring extensive research, writing formal opinions and making final legal recommendations in matters of substantial importance to the city.

RESPONSIBILITIES:

- Supervises the administration of a legal department section; assigns, monitors and reviews the work of subordinate attorneys and staff.
- Trains, supervises and monitors subordinate attorneys. Drafts contracts, pleadings, legislation and related documents; performs research on complex legal issues.
- Researches and writes formal opinions on highly significant matters.
- Coordinates matters with certain outside contractors.
- Advises City Council and department officials on complex legal questions.
- Prepares Proofs of Claim and represents the City in federal and state courts.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Doctor of Jurisprudence degree from an American Bar Association accredited college of law.

EXPERIENCE:

Five years of experience in practicing general civil law or specialized municipal law are required.

License: Must be a member of the Texas State Bar.

COMPLEXITY:

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

IMPACT OF ACTIONS:

Errors in work lead to significant costs and problems, and may have minor impact on the short-term performance of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:

Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Deputy Directors. Interaction requires negotiation and persuasion on matters of a sensitive and controversial nature. Issues involve the making of major decisions and require diplomacy and resourcefulness in communicating outcomes.

External Contacts:

Level of external contact is primarily with prominent persons such as community leaders, business and industry leaders as well as officials of government and financial agencies and media representatives. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

- Legal Intern
- Assistant City Attorney I
- Assistant City Attorney II
- Assistant City Attorney III
- Senior Assistant City Attorney I
- Senior Assistant City Attorney II
- Senior Assistant City Attorney III
- Senior Assistant City Attorney IV OR
- Senior Assistant City Attorney Division Chief
- First Assistant City Attorney
- Deputy City Attorney

Effective: October 1990

Revised: June 1995